

**Summary of the
Board of Directors Teleconference
June 18, 1998**

The Board of Directors of the National Environmental Laboratory Advisory Conference convened by teleconference on Thursday, June 18, 1998 at 1:30 p.m. The meeting was led by the Board Chair, Ms. Carol Batterton. The action items are shown in Attachment A and the list of participants are shown in Attachment B.

Approval of Minutes

The minutes from the June 3, 1998 meeting were approved.

In reviewing the action items from the June 3, 1998 minutes, the following action needs to be taken:

- S** For item 2, Dr. Hartwig will let Mr. Wayne Davis know that a representative from RAB will speak at the ELAB meeting on Wednesday afternoon, July 1, 1998.

Ken Jackson meeting with Henry Longest

Dr. Ken Jackson is meeting with Mr. Henry Longest, Acting Assistant Administrator for Research and Development, this afternoon to discuss issues and concerns of NELAC. Ms. Batterton read a letter that she had written to Mr. Fred Hansen thanking the EPA for support.

Letter from Wayne Davis

The letter to Ms. Batterton from Mr. Wayne Davis, Chair of the On-site Assessment Committee, regarding NELAC parameter checklists was discussed. It was noted that an ELAB work group has been formed to address the issue of checklists.

Status of Preparations for NELAC IV

Ms. Batterton reported that 229 people had registered for the conference. She also reminded the Board members of the Board of Directors/Committee Chairs meeting to be held on Monday, June 29, 1998 at 8:30 a.m. The place of the meeting has not been selected at the present time.

Other Business

- Ms. Mourrain reported that Ms. Marlene Moore would be making the PBMS/NELAC presentation at the Waste Testing Symposium in July.
- S** Ms. Mourrain announced the new website for NELAC. It can be accessed by

<http://www.epa.gov/ttn/nelac>.

- S** Ms. Finazzo addressed the letter from Suburban Testing Water Laboratory, Inc . and Mr. Gary Dietrich's issue regarding NELAC's objective "to develop a consensus on uniform standards for laboratory accreditation and implementation of those standards by accrediting authorities." The Board proposed that this be referred to the Program Policy and Structure Committee and the Quality Systems Committee. Ms. Batterton will email a response to Mr. Dietrich to let him know that his concerns will be addressed by the two committees.
- S** Ms. Mourrain read a letter from Dr. Cliff Kirchmer, State of Washington, expressing concerns about the NELAP Scopes of Accreditation. It was referred to the Program Policy and Structure Committee for action. Ms. Mourrain agreed to contact Dr. Kirchmer to let him know that his letter had been referred to the Committee.
- S** Ms. Carolyn Cross announced the dates of future Board Teleconferences. The meetings will be held from 1:30 - 3:30 p.m. EDT on July 30, August 27, and September 24, 1998

**Action Items
Board of Directors Teleconference
June 18, 1998**

Item No.	Action	Date Completed
1.	Dr. Charles Hartwig will contact Mr. Wayne Davis to let him know that a representative from RAB will be speaking during the ELAB meeting.	
2.	Ms. Batterton will email a response to Mr. Gary Dietrich to notify him that his concerns will be addressed by the Program Policy and Structure Committee and the Quality Systems Committee.	
3.	Ms. Mourrain will contact Dr. Kirchmer to let him know that his letter has been referred to the Program Policy and Structure Committee for action.	

List of Participants
Board of Directors Teleconference
June 18, 1998

Name	Affiliation	Telephone Numbers
Ms. Carol Batterton, Chair	TNRCC	Tel: 512-239-6300 Fax: 512-239-6307 email: cbattert@tnrcc.state.tx.us
Dr. Ken Jackson, Chair-elect (Absent)	NY Dept. of Health	Tel: 518-485-5570 Fax: 518-485-5568 e-mail: jackson@wadsworth.org
Dr. Charles Hartwig, Past Chair	FL Dept. Of Health	Tel: 904-791-1550 Fax: 904-791-1567 email: charles_hartwig@dcf.state.fl.us
Ms. Pauline Bouchard Invited Guest (Absent)	MN Dept. of Health	Tel: 612-215-0710 Fax: 612-215-0979 e-mail: pauline.bouchard@health.state.mn.us
Dr. Charles Brokopp	UT Division of Laboratory Services	Tel: 801-584-8405 Fax: 801-584-8486 email: cbrokopp@state.ut.us
Dr. Ron Cada	CO Dept. Of Health	Tel: 303-692-3096 Fax: 303-344-9989 email: ron.cada@state.co.us
Dr. Marcia Davies	DOD	Tel: 402-697-2555 Fax: 402-697-2595 email: marcia.c.davies@usace.army.mil
Ms. Betsy Dutrow, Executive Secretary (Absent)	USEPA, ORD	Tel: 202-564-9061 Fax: 202-565-2441 e-mail: dutrow.elizabeth@epamail.epa.gov
Ms. Barbara Finazzo	USEPA, Region II	Tel: 732-321-6754 Fax: 732-321-4381 e-mail: finazzo.barbara@epamail.epa.gov
Dr. Gary King (Absent)	New Mexico Legislature	Tel: 505-872-3508 Fax: 505-872-6827 e-mail:

Ms. Jeanne Mourrain, Director	USEPA, ORD	Tel: 919-541-1120 Fax: 919-541-4261 e-mail: mourrain.jeanne@epamail.epa.gov
Dr. Jim Pearson	Virginia Div. of Consolidated Laboratory Services	Tel: 804-786-7905 Fax: 804-371-7973 e-mail: jpearson@dgs.state.va.us
Ms. Carolyn Cross (Recorder)	USEPA, ORD	Tel: 919-541-3151 Fax: 919-541-4261 e-mail: cross.carolyn@epamail.epa.gov